



Administrative Council Agenda Packet

SAN JOAQUIN VALLEY
LIBRARY SYSTEM
2420 Mariposa Street
Fresno, CA 93721
559-600-6256

September 2, 2022

10 a.m.

Online via Teams

Enclosed are the agenda and prepared attachments for this meeting.

Copies of these materials may be made at the public's expense.

The public may participate by using the following URL:

<https://go.sjvls.org/admin220902>

To participate in the meeting by telephone, call:

(559) 785-0133

Enter Phone Conference ID: 103 854 490#

Accessibility and Accommodations: In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on Thursday, September 1, 2022.

Public records: Disclosable public records related to this agenda are available for public review at the Fresno County Public Library, Business Office, located at 2420 Mariposa Street, Fresno, CA 93721, during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

AGENDA

A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment – The Public may comment on any items relative to SJVLS and not on the agenda.

B. CONSENT AGENDA

1. APPROVAL: Draft minutes of August 24, 2022 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Certification of the Need to Continue Virtual Meetings – Wymer
2. ACTION: BCAP Audit – Wymer (Attachment 3)
3. ACTION: CLSA System Annual Program and Expenditure Report – Wymer (Attachment 4)
4. ACTION: FY 2022-23 CLSA Detailed System Budget – Wymer (Attachment 5)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 6)
3. Administrative Librarian
4. System Administrator
5. Senior Network Systems Engineer

E. DIRECTOR COMMENTS

Council members have the opportunity to share items relating to collaboration, innovation, and professional development of interest to the Council.

F. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively Friday, September 23, 2022 online via Microsoft Teams.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting August 5, 2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:03am.
2. Roll Call
 - i. Council present: Mary Leal (Coalinga/Huron), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Kelly Jones (Mariposa), Tony Arellano (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County).
 - ii. Others Present: Sally Gomez (SJVLS), Chris Wymer (SJVLS), Aaron Lusk (SJVLS), Jeannie Christiansen (SJVLS), and Julianna Robbins (California State Library).
 - iii. Council absent: Raman Bath (Fresno) Amy Taylor (Merced) and Kevin Nelson (SJVLS).
 - iv. Guests: Rivkah Sass (Online High School), Breanna Smith (Kern), and Alma Madrigal-Wand (Madera).
3. Introductions
 - i. Introduction of Rivkah Sass.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Lewis (Kern)
 - ii. Seconded: Clark (Tulare City)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of July 15, 2022, and Financials.
 - i. Motion made by Lewis (Kern)
 - ii. Seconded by Clark (Tulare City)

C. ITEMS FOR INFORMATION AND ACTION

1. Action to Certification of the Need to Continue Virtual Meetings.
 - i. Motion made to continue with virtual meetings by Clark (Tulare City)
 - ii. Seconded by Lewis (Kern)
2. Career Online High School Presentation -Sass.
 - i. Sass discussed Career Online High School. Sass will be happy to come to any of the branches and give presentation. She will follow up with email to each of the jurisdictions. Sass requested to please inform her of any graduations that take place.
3. Action: 2022-23 Admin Council Meeting schedule – Wymer.

Motion to Approve the 2022 – 2023 Admin Council Schedule.

- i. Motion made to approve the schedule Lewis (Kern)
 - ii. Seconded by Clark (Tulare Public)
4. Action: FY 21-22 PLSEP Final Report – Wymer.
Seeking to Approve the submission of the FY 2021-22 PLSEP Final Report to the State Library. This will authorize the Administrative Librarian Wymer to send to the State Library. This is the final requirement for Grant Funding.
 - i. Motion to Approve with an amendment on page 5 by Clark (Tulare Public)
 - ii. Seconded by Lewis (Kern)
5. Action: BCAP Audit Findings – Wymer.
BCAP Audit findings were discussed, Administrative Librarian and Senior Network Systems Engineer seeking authorization to draft policies and procedures required by USAC and return to Admin Council for approval to submit to USAC. Would like to require all members with CIPA policies that are out of compliance or more than 5 years old to update their policies and them approved by their governing bodies, by of December 20, 2022. Seeking on whether to appeal USAC's funding commitment adjustment amount.
 - i. Motion to approve #1 and #2 and table #3 until next meeting Lewis (Kern)
 - ii. Seconded by Clark (Tulare Public)
6. Action: Procedures for Items Damaged in Another Jurisdiction Wymer.
Procedures for items damaged in another jurisdiction discussed, it will establish consistent policy and procedure for handling damaged items that belong to another jurisdiction. Council reviewed; Wegener requested to wordsmith the part on page 64 due to having to show patron if the request to see what you are adding to the account. Wymer will work on updating.
 - i. Motion to accept Proposed Damaged Item Procedures by Clark (Tulare Public)
 - ii. Seconded by Lewis (Kern)
7. Action: Original Cataloging Services – Wymer.
Discussed original cataloging services. Creating a sub-committee to evaluate potential options for changing cataloging services in the consortia and to direct the committee to explore options to change the current cataloging model, while supporting our existing standards for the formats of bibliographic records. The council will work with JSA's on this.
 - i. Motion to approve Jones (Mariposa)
 - ii. Seconded by Leal (Coalinga)
8. Discussion on CLSA System Annual Program and Expenditure Report is tabled to next meeting.

D. STAFF REPORTS

1. Chair
 - i. No Report.
2. State Library

- i. Robbins provided an update through email but highlighted some points. The infrastructure funding is still being worked on. Let's talk Data survey is really good and will provide a lot of important information the deadline is August 12th, there are LSTA Grant opportunities that are still available.
3. Administrative Librarian
 - i. Wymer is working on USAC Audit.
 - ii. Working on yearend invoices and having issues with SirsiDynix we have a credit that we can apply to our bill, however Wymer needs an itemized invoice.
4. SJVLS – System Administrator
 - i. Working on Roll out for Damage notices, had a little snag, but was fixed.
 - ii. Still working on catalog themes and colors.
 - iii. Working on CSS rules.
 - iv. Migrating Jasper reports, we had a challenge with the bad email report.
5. Senior Network Systems Engineer
 - i. Lusk reported we have computers coming in today.

E. DIRECTOR'S COMMENTS

1. Gomez (Fresno) – We hired 3 Librarians; we still have 5 vacancies. We might use Librarians in training to help. Still so many vacancies in all positions.
2. Jones (Mariposa) – No Report.
3. Leal (Coalinga/Huron) - Summer Library Reading program ending on Saturday. We had the Bat Lady with a BBQ and Reptile Ron, both great.
4. Lewis (Kern) – Our Summer Reading and Lunch program were both very successful, people loved coming back in. McFarland will be staying open and for more days a week.
5. Riggs (Madera) - Introduced Alma Madrigal Ward, one of two new librarians. Interviews for drivers coming up. Summer Reading great success. We are working on updating our Non-Fiction collection. Starting our Red Backpack program. Our tech guy Ignacio received a Park Pass Grant so excited about that, will use to expand the program.
6. Rencher (Kings) – Wrapping up Summer Reading, our JSA Brian Martin did model airplanes with the Teens, and it was a great program. Working on Mine crafting working with schools on that. We received a grant, Sherman started mindfulness classes and they are doing great. Community helping and it is going through October. Community has really helped with these Saturday classes in Hanford. Shout out to Kern, your highlight on branches is just great you have some wonderful branches. County working on changing up classifications. 1st lunch at the library was a hit and we will do again next year. We had our All-Staff Team building meeting and went well. Budget is next week. New youth services librarian next week. We still have vacancies.
7. Arellano (Porterville) – No Report.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting

- i. September 2, 2022 via Teams

G. ADJOURNMENT

- 1. The meeting was adjourned at 11:42 AM.

DATE: September 2, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Brian Henderson, Hudson Henderson & Company Inc.
Fresno County Fiscal Agent

SUBJECT: Financial Update Report

Recommended Action:

Approve acceptance of monthly financial update for the period of July 1, 2022, through August, 23, 2022.

Fiscal Impact:

There is no fiscal impact associated with the recommended action. SJVLS JPA funds are held by Fresno County as the fiscal agent and provides contracted controller and accounting services. All County related costs associated with the fiscal administration are funded with funds set aside for planning and evaluation administration.

FINANCIAL UPDATE REPORT

A. FINANCIAL REPORTS

1. Financial reported expenses through August 23, 2022
 - i. Item 2 Costs by class/cost center report included.
 - ii. Item 3 CLSA Status update report
 - iii. Item 4 Online Materials Status update report
2. Revenue Collected: \$2,956.. The billing to Members for Telecommunications will be processed in September 2022. Membership dues are budgeted at \$1,915,000 for FY23.
3. BCAP Audit Payback \$343,384.20. Pending Admin Council direction.
4. System Committed Reserves
 - i. SJVLS Assigned \$ 2 million
 - ii. Members Committed Tech Reserves \$707,539

B. OUTSTANDING RECEIVABLE TOTAL: \$639,978

1. Member Fees, Postage, Smart Net and other selection: AR consists solely of E-Rate receivable in the amount of \$639,978.
2. Fortinet: None
3. Electronic Resources -Cloud Library: None
4. Telco Communication Invoice: TBD billed January 2023

C. CLSA ALLOCATION UPDATE

1. Board approved CLSA service plan on June 2022 in the amount of \$250,678 and FY 2020-21 rollover for e-resources in the amount of \$9,702 for combined funds \$250,678.
2. Expenses and Estimates:
 - a. Delivery Services budgeted \$209,000
 - b. Oher Operations for e-resources budgeted \$41,678.
3. Funding Collected: \$0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$37,528 with remaining unspent funds of \$190,550. This includes Additional Online Materials Resources in the amount of \$9,702 that was rolled into this year's budget from CLSA funds. The amended plan of service was approved by the Board on February 11, 2022 and approved by CLSB on May 17, 2022.

E. LSTA – PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP) MLS FUNDING SUPPORT

1. PLSEP Approval to participate in program and remit application: June 24, 2022.
 - a. State hasn't opened applications for this year's funding, still pending.
2. Award Amount and Award terms: Pending date range: July 1, 2022 through July 31, 2023.
3. Expenditures YTD: TBD
4. PLSEP Funds Collected: TBD
6. PLSEP Mid Project Financial Report Update: TBD

F. TRANSFER OF OWNERSHIP

1. Statements have been sent to the following members:
 - i. July Activity
 - ii. August Activity
2. Costs listed above were deducted from the member's Tech Reserve.

G. PRE-PAID TECH RESERVE

1. Total balance - \$ 3,676,436 (through July 2022)
Emailed to Admin Council
2. Under committed System projects
 - i. Total Reserves \$1,472,469

H. UNEARNED GRANT REPORT & Broadband Projects

1. Total Balance \$59,205.85
 - i. Porterville Phase III (\$49,503.85) and CLSA FY 21-22 unused funds \$9,702
2. Porterville Grant for Phase III: \$49,503.85
3. Fiber Project Year 7. In progress. The Board approved on April 16, 2021 for SJVLS participation in CENIC Year 7. Staff will return to the Board in the fall to report on final cost, any grant opportunities and upgrade of equipment to be deducted from participating members' tech reserves. Members elected to use a portion of recent E-Rate disbursement as Committed towards Year 7. Please refer to Tech Reserve if a participating member.

	TOTAL		
	7/1/22-8/23/22	Budget	\$ Over Budget
Income			
3380 · Interest	\$ -	\$ 140,000	\$ (140,000)
3575 · State Grants	-	300,182	(300,182)
4375 · Federal Grants	-	20,000	(20,000)
4841 · Membership Dues	-	1,915,096	(1,915,096)
5039 · Tech Reserve Charges	2,956	1,065,000	(1,062,044)
5040 · Other Cty Dpts Services	-	36,000	(36,000)
5501 · Telephone Services	-	534,755	(534,755)
5504 · Telephone Services-Non County	-	627,708	(627,708)
Total Income	2,956	4,638,741	(4,635,785)
Cost of Goods Sold			
50000 · Cost of Goods Sold	366	-	366
Total COGS	366	-	366
Gross Profit	2,590	4,638,741	(4,636,151)
Expense			
7040 · Telephone Charges	9,516	1,300,000	(1,290,484)
7055 · Food	-	1,000	(1,000)
7101 · General Liability Insuranc	-	5,000	(5,000)
7175 · Property Insurance	301	3,700	(3,399)
7205 · Maintenance-Equipment	211,682	375,649	(163,967)
7250 · Memberships	2,011	3,750	(1,740)
7265 · Office Expense	-	65,900	(65,900)
7268 · Postage	1,326	41,000	(39,674)
7286 · PeopleSoft Human Resources	-	2,000	(2,000)
7287 · PeopleSoft Financials Chg	-	10,000	(10,000)
7295 · Professional & Specialized	153,740	2,020,307	(1,866,567)
7296 · Data Processing Services	-	4,107	(4,107)
7325 · Publications & Legal Notic	-	15,000	(15,000)
7385 · Small Tools & Instruments	225,053	1,117,467	(892,414)
7406 · Library Materials	-	200	(200)
7412 · Mileage	-	1,700	(1,700)
7415 · Trans, Travel & Education	-	53,500	(53,500)
7416 · Trans & Travel County Gara	-	228,500	(228,500)
7430 · Utilities	-	38,000	(38,000)
7565 · County Cost Plan	-	15,000	(15,000)
Total Expense	603,628	5,301,780	(4,698,152)
Net Income	\$ (601,038)	\$ (663,039)	\$ 62,001

SJVLS
Attachment 2
Buget to Actual- Membership Cost Centers

September 2, 2022

	130 - Computer Operations			300 - Communications		
	7/1/22-8/23/22	Budget	\$ Over Budget	7/1/22-8/23/22	Budget	\$ Over Budget
Income						
3380 · Interest	-	139,550	(139,550)	-		
4841 · Membership Dues	-	963,855	(963,855)	-	282,798	(282,798)
5039 · Tech Reserve Charges	1,692			-		
Total Income	1,692	1,103,405	(1,101,713)	-	282,798	(282,798)
Cost of Goods Sold						
50000 · Cost of Goods Sold	366			-		
Total COGS	366			-		
Gross Profit	1,326	1,103,405	(1,102,079)	-	282,798	(282,798)
Expense						
7040 · Telephone Charges	-			9,516	300,000	(290,484)
7055 · Food	-			-		
7101 · General Liability Insuranc	-			-		
7175 · Property Insurance	-			-		
7205 · Maintenance-Equipment	166,634	299,669	(133,035)	37,858	19,500	18,358
7250 · Memberships	-	150	(150)	-		
7265 · Office Expense	-	3,600	(3,600)	-		
7268 · Postage	1,326			-		
7286 · PeopleSoft Human Resources	-	1,500	(1,500)	-		
7287 · PeopleSoft Financials Chg	-			-		
7295 · Professional & Specialized	-	965,000	(965,000)	-	79,174	(79,174)
7296 · Data Processing Services	-	1,400	(1,400)	-	2,707	(2,707)
7325 · Publications & Legal Notic	-			-		
7385 · Small Tools & Instruments	225,053	5,000	220,053	-		
7406 · Library Materials	-	200	(200)	-		
7412 · Mileage	-			-		
7415 · Trans, Travel & Education	-	33,500	(33,500)	-		
7416 · Trans & Travel County Gara	-	20,000	(20,000)	-		
7430 · Utilities	-	38,000	(38,000)	-		
7565 · County Cost Plan	-			-		
Total Expense	393,013	1,368,019	(975,006)	47,374	401,381	(354,007)
Net Income	(391,687)	(264,614)	(127,073)	(47,374)	(118,583)	71,209

SJVLS
Attachment 2
Buget to Actual- Membership Cost Centers

September 2, 2022

	400 - Coordination & Eval			600 - Cataloging Center		
	7/1/22-8/23/22	Budget	\$ Over Budget	7/1/22-8/23/22	Budget	\$ Over Budget
Income						
3380 • Interest	-			-		
4841 • Membership Dues	-	451,579	(451,579)	-	82,997	(82,997)
5039 • Tech Reserve Charges	-			-		
Total Income	-	451,579	(451,579)	-	82,997	(82,997)
Cost of Goods Sold						
50000 • Cost of Goods Sold	-			-		
Total COGS	-			-		
Gross Profit	-	451,579	(451,579)	-	82,997	(82,997)
Expense						
7040 • Telephone Charges	-			-		
7055 • Food	-	1,000	(1,000)	-		
7101 • General Liability Insuranc	-	5,000	(5,000)	-		
7175 • Property Insurance	301	3,700	(3,399)	-		
7205 • Maintenance-Equipment	-	480	(480)	-		
7250 • Memberships	-			-		
7265 • Office Expense	-	2,300	(2,300)	-		
7268 • Postage	-			-		
7286 • PeopleSoft Human Resources	-	500	(500)	-		
7287 • PeopleSoft Financials Chg	-	10,000	(10,000)	-		
7295 • Professional & Specialized	-	586,255	(586,255)	115,611	117,800	(2,189)
7296 • Data Processing Services	-			-		
7325 • Publications & Legal Notic	-	15,000	(15,000)	-		
7385 • Small Tools & Instruments	-			-		
7406 • Library Materials	-			-		
7412 • Mileage	-	1,700	(1,700)	-		
7415 • Trans, Travel & Education	-			-		
7416 • Trans & Travel County Gara	-			-		
7430 • Utilities	-			-		
7565 • County Cost Plan	-	15,000	(15,000)	-		
Total Expense	301	640,935	(640,634)	115,611	117,800	(2,189)
Net Income	(301)	(189,356)	189,055	(115,611)	(34,803)	(80,808)

SJVLS
Attachment 2
Buget to Actual- Membership Cost Centers

September 2, 2022

	800 - Online Materials			TOTAL		
	7/1/22-8/23/22	Budget	\$ Over Budget	7/1/22-8/23/22	Budget	\$ Over Budget
Income						
3380 • Interest	-			-	139,550	(139,550)
4841 • Membership Dues	-	133,867	(133,867)	-	1,915,096	(1,915,096)
5039 • Tech Reserve Charges	-			1,692	-	1,692
Total Income	-	133,867	(133,867)	1,692	2,054,646	(2,052,954)
Cost of Goods Sold						
50000 • Cost of Goods Sold	-			366	-	366
Total COGS	-			366	-	366
Gross Profit	-	133,867	(133,867)	1,326	2,054,646	(2,053,320)
Expense						
7040 • Telephone Charges	-			9,516	300,000	(290,484)
7055 • Food	-			-	1,000	(1,000)
7101 • General Liability Insuranc	-			-	5,000	(5,000)
7175 • Property Insurance	-			301	3,700	(3,399)
7205 • Maintenance-Equipment	-			204,492	319,649	(115,157)
7250 • Memberships	2,011	3,600	(1,590)	2,011	3,750	(1,740)
7265 • Office Expense	-			-	5,900	(5,900)
7268 • Postage	-			1,326	-	1,326
7286 • PeopleSoft Human Resources	-			-	2,000	(2,000)
7287 • PeopleSoft Financials Chg	-			-	10,000	(10,000)
7295 • Professional & Specialized	37,528	186,400	(148,872)	153,139	1,934,629	(1,781,490)
7296 • Data Processing Services	-			-	4,107	(4,107)
7325 • Publications & Legal Notic	-			-	15,000	(15,000)
7385 • Small Tools & Instruments	-			225,053	5,000	220,053
7406 • Library Materials	-			-	200	(200)
7412 • Mileage	-			-	1,700	(1,700)
7415 • Trans, Travel & Education	-			-	33,500	(33,500)
7416 • Trans & Travel County Gara	-			-	20,000	(20,000)
7430 • Utilities	-			-	38,000	(38,000)
7565 • County Cost Plan	-			-	15,000	(15,000)
Total Expense	39,539	190,000	(150,462)	595,838	2,718,135	(2,122,297)
Net Income	(39,539)	(56,133)	16,595	(594,512)	(663,489)	68,977

SJVLS
Attachment 2
Budget to Actual- CSLA Cost Centers

September 2, 2022

	200 -CSLA Funded Delivery			301 - CSLA Other Operations		
	7/1/22-8/23/22	Budget	\$ Over Budget	7/1/22-8/23/22	Budget	\$ Over Budget
Income						
3380 • Interest	-	350	(350)	-	100	(100)
3575 • State Grants	-	209,000	(209,000)	-	41,678	(41,678)
Total Income	-	209,350	(209,350)	-	41,778	(41,778)
Gross Profit	-	209,350	(209,350)	-	41,778	(41,778)
Expense						
7295 • Professional & Specialized	-			-	41,678	(41,678)
7385 • Small Tools & Instruments	-	500	(500)	-		
7416 • Trans & Travel County Gara	-	208,500	(208,500)	-		
Total Expense	-	209,000	(209,000)	-	41,678	(41,678)
Net Income	-	350	(350)	-	100	(100)

SJVLS
Attachment 2
Budget to Actual- CLSA Cost Centers

	TOTAL		
	7/1/22-8/23/22	Budget	\$ Over Budget
Income			
3380 • Interest	-	450	(450)
3575 • State Grants	-	250,678	(250,678)
Total Income	-	251,128	(251,128)
Gross Profit	-	251,128	(251,128)
Expense			
7295 • Professional & Specialized	-	41,678	(41,678)
7385 • Small Tools & Instruments	-	500	(500)
7416 • Trans & Travel County Gara	-	208,500	(208,500)
Total Expense	-	250,678	(250,678)
Net Income	-	450	(450)

SJVLS
Attachment 2
Budget to Actual- Other Cost Centers

September 2, 2022

	1301 - TRD ERC & EQ Orders			1301.1 - TRD Notices & Cards		
	7/1/22-8/23/22	Budget	\$ Over Budget	7/1/22-8/23/22	Budget	\$ Over Budget
Income						
3575 • State Grants	-			-		
4375 • Federal Grants	-			-		
5039 • Tech Reserve Charges	663	920,000	(919,337)	-	101,000	(101,000)
5040 • Other Cty Dpts Services	-			-		
5501 • Telephone Services	-			-		
5504 • Telephone Services-Non County	-			-		
Total Income	663	920,000	(919,337)	-	101,000	(101,000)
Gross Profit	663	920,000	(919,337)	-	101,000	(101,000)
Expense						
7040 • Telephone Charges	-			-		
7205 • Maintenance-Equipment	7,189	20,000	(12,811)	-		
7265 • Office Expense	-			-	60,000	(60,000)
7268 • Postage	-			-	41,000	(41,000)
7295 • Professional & Specialized	-			-		
7385 • Small Tools & Instruments	-	900,000	(900,000)	-		
7415 • Trans, Travel & Education	-			-		
Total Expense	7,189	920,000	(912,811)	-	101,000	(101,000)
Net Income	(6,526)	-	(6,526)	-	-	-

SJVLS
Attachment 2
Budget to Actual - Other Cost Centers

September 2, 2022

	150 - TRD UMS Debt Collection			3301 AR Telco & NRC contingency (3300 - AR Billing (CHK))		
	7/1/22-8/23/22	Budget	\$ Over Budget	7/1/22-8/23/22	Budget	\$ Over Budget
Income						
3575 • State Grants	-			-	49,504	(49,504)
4375 • Federal Grants	-			-		
5039 • Tech Reserve Charges	601	44,000	(43,399)	-		
5040 • Other Cty Dpts Services	-			-		
5501 • Telephone Services	-			-	534,755	(534,755)
5504 • Telephone Services-Non County	-			-	627,708	(627,708)
Total Income	601	44,000	(43,399)	-	1,211,967	(1,211,967)
Gross Profit	601	44,000	(43,399)	-	1,211,967	(1,211,967)
Expense						
7040 • Telephone Charges	-			-	1,000,000	(1,000,000)
7205 • Maintenance-Equipment	-			-		
7265 • Office Expense	-			-		
7268 • Postage	-			-		
7295 • Professional & Specialized	601	44,000	(43,399)	-		
7385 • Small Tools & Instruments	-			-	211,967	(211,967)
7415 • Trans, Travel & Education	-			-		
Total Expense	601	44,000	(43,399)	-	1,211,967	(1,211,967)
Net Income	-	-	-	-	-	-

SJVLS
Attachment 2
Budget to Actual - Other Cost Centers

September 2, 2022

	Total 3300 - AR Billing (CHK)			3301.1 - TRD Comm & Fortinet		
	7/1/22-8/23/22	Budget	\$ Over Budget	7/1/22-8/23/22	Budget	\$ Over Budget
Income						
3575 • State Grants	-	49,504	(49,504)	-		
4375 • Federal Grants	-			-		
5039 • Tech Reserve Charges	-			-		
5040 • Other Cty Dpts Services	-			-	36,000	(36,000)
5501 • Telephone Services	-	534,755	(534,755)	-		
5504 • Telephone Services-Non County	-	627,708	(627,708)	-		
Total Income	-	1,211,967	(1,211,967)	-	36,000	(36,000)
Gross Profit	-	1,211,967	(1,211,967)	-	36,000	(36,000)
Expense						
7040 • Telephone Charges	-	1,000,000	(1,000,000)	-		
7205 • Maintenance-Equipment	-			-	36,000	(36,000)
7265 • Office Expense	-			-		
7268 • Postage	-			-		
7295 • Professional & Specialized	-			-		
7385 • Small Tools & Instruments	-	211,967	(211,967)	-		
7415 • Trans, Travel & Education	-			-		
Total Expense	-	1,211,967	(1,211,967)	-	36,000	(36,000)
Net Income	-	-	-	-	-	-

SJVLS
Attachment 2
Budget to Actual- Other Cost Centers

September 2, 2022

	401 - PLSEP Staff Edu Grant			TOTAL		
	7/1/22-8/23/22	Budget	\$ Over Budget	7/1/22-8/23/22	Budget	\$ Over Budget
Income						
3575 • State Grants	-			-	49,504	(49,504)
4375 • Federal Grants	-	20,000	(20,000)	-	20,000	(20,000)
5039 • Tech Reserve Charges	-			1,264	1,065,000	(1,063,736)
5040 • Other Cty Dpts Services	-			-	36,000	(36,000)
5501 • Telephone Services	-			-	534,755	(534,755)
5504 • Telephone Services-Non County	-			-	627,708	(627,708)
Total Income	-	20,000	(20,000)	1,264	2,332,967	(2,331,703)
Gross Profit	-	20,000	(20,000)	1,264	2,332,967	(2,331,703)
Expense						
7040 • Telephone Charges	-			-	1,000,000	(1,000,000)
7205 • Maintenance-Equipment	-			7,189	56,000	(48,811)
7265 • Office Expense	-			-	60,000	(60,000)
7268 • Postage	-			-	41,000	(41,000)
7295 • Professional & Specialized	-			601	44,000	(43,399)
7385 • Small Tools & Instruments	-			-	1,111,967	(1,111,967)
7415 • Trans, Travel & Education	-	20,000	(20,000)	-	20,000	(20,000)
Total Expense	-	20,000	(20,000)	7,790	2,332,967	(2,325,177)
Net Income	-	-	-	(6,526)	-	(6,526)

Admin Council Board Report CLSA Status Report

Report Date

8/23/2022

Operations Type	Adopted Budget	CLSA Approved Plan	Total Expenses	Pending Expenses	Estimate Charges (June)	Excess '-' (fund by SJVLS reserves) Unspent '+'	Comments
Delivery - Basic & Sorting	209,000	209,000	-			209,000	approved 6/3/2022
E-Resources Bibliotheca Cloud Library	31,976	31,976	-	-	-	31,976	approved 6/3/2022
	240,976	240,976				240,976	
FY 21-2022 Rollover	9,702	9,702	-			9,702	
Grand Total	250,678	250,678	-	-	-	250,678	

Budget amendment approved:

Basic CLSA Service Plan Expenditure

CLSA Allocation	\$ (250,678)
Basic Delivery	\$ 209,000
E-Resources	\$ 31,976
Online Materials rollover	\$ 9,702

Total System Delivery Costs

Basic Delivery Costs:	\$ -	
Extra Delivery Stops:	\$ -	
	<u>\$ -</u>	Total System Delivery Expenditure
Online Materials rollover	\$ 9,702	

Total fundings Sources Delivery System

CLSA Funds	\$ 209,000	Basic
Local Fund Reserve	\$ -	Basic
Madera	\$ -	Premium
	<u>\$ 209,000</u>	Total System Delivery Funding

CLSA Amended Service Plan :

Reviewed annually in January for amendment

Online Materials

Financial Update - FY 22-23

Report Date 8/23/2022

Funding Source: Membership (cost center 0800)

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca (E Resources)	51,000		51,000	
Pronunciator	32,000	28,000	4,000	Invoice Pending \$20,000
Cengage	62,000		62,000	
Gale	32,000		32,000	Education and Career module with Gale
Califa- Quipu E Card Registration	9,400	9,528	(128)	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-		-	see note 2
	186,400	37,528	148,872	
Funding Source: CLSA (cost center 0301)				
Bibliotheca Cloud Library (E Resources)	31,976		31,976	CLSA FY 22-23 approved plan June 3, 2022
Additional Online Materials Resources	9,702		9,702	see note 1 CLSA Amended Service Plan
	41,678	-	41,678	
Grand Total	228,078	37,528	190,550	

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	\$ 228,078	\$ 37,528	\$ 190,550

CLSA Amended Service Plan :

Note: On February 11, 2022 the Board approved to amend CLSA Plan of Service to utilize savings for Online Materials services (\$9,702) and two years of the three-year term for Wifi Access renewal (\$31,548)

On May 17th, the California Library Services Board approved the amended Plan of Service.

Online Materials allocation (\$9,702) will be rolled into FY 22-23 budget

ERC Committee Note: Board voted April 16, 2021, no committee allocation this year to manage increases to Online Materials on-going costs.

DATE: September 2, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: BCAP Audit

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian and EdTechnologyFunds to appeal USAC's funding commitment adjustment amount for FRNs 1899026084 and 2099023103 that have already been received.
2. Authorize the Administrative Librarian and EdTechnologyFunds to appeal a funding commitment adjustment for the 2019 e-rate year, once received.

Approval of the recommended action will authorize SJVLS's e-rate consultants, EdTechnologyFunds, to appeal USAC's Funding Commitment Adjustment letters for E-Rate Years 2018 and 2020, which were already received, and authorize an appeal for E-Rate Year 2019, once received.

ALTERNATIVE ACTION(S):

An alternative action to appealing the funding commitment adjustment amount would be to repay full e-rate award demanded by USAC in their letter.

FISCAL IMPACT:

It is hard to determine the exact fiscal impact of appealing USAC's decision. If the appeal on FRN 1899026084 is successful, the funding commitment adjustment would potentially be reduced from \$345,384.20 to the auditor's recommended amount of \$122,490, reducing our penalty by \$222,894.20.

If the penalty for FRN 2099023103 is reduced, the amount we have to pay back would be reduced by \$XXX,XXX.

DISCUSSION:

The results of the BCAP audit were reviewed at the August 5, 2022 Admin Council meeting. At that time, the Council authorized SJVLS to draft policies and procedures required by USAC but tabled a decision on whether to appeal USAC's funding commitment adjustment letter. In the time since the previous meet, an additional USAC funding commitment adjustment letter was received for E-Rate Year 2020, in the amount of \$93,210.94. We are anticipating another funding commitment adjustment letter will be received for E-Rate Year 2019.

USAC's funding commitment adjustment amount does not align with the auditor's recommended actions, which were to recover only the difference between the funding award we received and the amount we would have received if we filed our application properly. Therefore, it is recommended that Admin Council authorize EdTechnologyFunds to appeal the funding commitment adjustment amount on our behalf.

PRIOR AGENDA REFERENCE:

Admin Council Agenda, August 5, 2022 – Attachment #5

ATTACHMENTS INCLUDED AND/OR ON FILE:

- FRN 2099023103 Funding Commitment Adjustment Letter
- FRN 1899026084 Funding Commitment Adjustment Letter

Motion:

Second:

_____ PASSED

_____ REJECTED



Commitment Adjustment Letter

Kevin Nelson
SAN JOAQUIN VALLEY LIBRARY
SYS
2420 MARIPOSA ST
FRESNO, CA 93721

08/19/2022

Our review of your Schools and Libraries Universal Service Support Program (or E-rate) funding request has determined funds were committed in violation of Federal Communications Commission (FCC) rules. You have 60 days from the date of this letter to appeal the following decision(s). For more detailed information see below.

Total commitment adjustment: \$108,575.42

Total amount to be recovered: \$93,210.94

FCC Form 471	FRN	Commitment adjustment	Total amount to be recovered	Explanation(s)	Party to recover from
201017282	2099023103	\$108,575.42	\$93,210.94	No signed contract at FCC Form 471 submission that meets state procurement laws and regulations	BEN

See Attached Adjustment Report for more information on the specific FRNs and Explanations listed above.

Commitment Adjustment

FCC rules require the Universal Service Administrative Company (USAC) to rescind commitments and recover funding when it is determined that funding was committed and disbursed in violation of the rules. This letter notifies you that USAC will be adjusting your funding commitment(s) and provides information on how to appeal this decision.

This is NOT a bill. If disbursed funds need to be recovered, USAC will issue a Demand Payment Letter. The debt referenced in the Demand Payment Letter will be due within 30 days of that letter's date. Failure to pay the debt may result in interest, late payment fees, and administrative charges and will invoke the FCC's "Red Light Rule."

FCC's Red Light Rule

The FCC Red Light Rule requires USAC to dismiss pending FCC Form 471 applications, appeals, and invoices or to net disbursements offsetting the debt if the entity responsible for paying the outstanding debt owed to the FCC has not paid the debt or made satisfactory arrangements to pay the debt within 30 days of the Demand Payment Letter. For information on the Red Light Rule, see

<https://www.fcc.gov/licensing-databases/fees/debt-collection-improvement-act-implementation>.

To Appeal This Decision

If you wish to contest any part of this letter, you must first file an appeal with USAC to seek review of the decision. Parties that have filed an appeal with USAC and received an adverse decision may, if they choose, appeal USAC's decision to the FCC. Parties seeking a waiver of a codified FCC rule should file a request for waiver directly with the FCC because



USAC cannot waive FCC rules. Your appeal to USAC or waiver request to the FCC must be filed within 60 days of the date of this letter.

All appeals filed with USAC must be filed in EPC by selecting "Appeal" from the menu in the top right hand corner of your landing page and providing the requested information.

Your appeal should include the following information. (Because you file the appeal through your EPC account, the system will automatically fill in some of these components for you).

- 1) Name, address, telephone number, and email address for the contact person for this appeal.
- 2) Indicate specifically that your letter is an appeal. Include the following to identify the USAC decision letter (e.g., Commitment Adjustment Letter) and the decision you are appealing:
 - a. Appellant name;
 - b. Applicant name and service provider name, if different from appellant;
 - c. Applicant BEN and Service Provider Identification Number (SPIN);
 - d. FCC Form 471 Application Number and the Funding Request Number (FRN) or Numbers as assigned by USAC;
 - e. "Commitment Adjustment Letter," AND the exact text or the decision that you are appealing.
- 3) Identify the problem and the reason for the appeal and explain precisely the relief sought. Please keep your appeal to the point, and provide supporting documentation. Be sure to keep a copy of your entire appeal, including any correspondence and documentation. A copy will automatically be saved for you in EPC. USAC will reply to your appeal submission to confirm receipt.

For more information on submitting an appeal to USAC including step by step instructions on how to file the appeal through EPC, please see "Appeals" in the Schools and Libraries section of the USAC website.

As mentioned, parties seeking a waiver of FCC rules or that have filed an appeal with USAC and received a decision may file a request for waiver or appeal USAC's decision to the FCC. Waiver requests or appeals to the FCC must be made within 60 days of the issuance of USAC's decision and include all of the information referenced above for appeals to USAC.

The FCC recommends filing appeals or waiver requests with the Electronic Comment Filing System (ECFS) to ensure timely filing. Electronic waiver requests or appeals will be considered filed on a business day if they are received at any time before 11:59 PM ET. If you have questions or comments about using the ECFS, please contact the FCC directly at (202) 418-0193.

For more information about submitting waiver requests or appeals to the FCC, including options to submit the waiver request or appeal via U.S. mail or hand delivery, visit the FCC's website.

Schools and Libraries Division



Adjustment Report

FCC Form 471 Application Number:	201017282
Funding Request Number:	2099023103
Commitment Adjustment:	\$108,575.42
Total Amount to Be Recovered:	\$93,210.94
Explanation(s):	No signed contract at FCC Form 471 submission that meets state procurement laws and regulations
Party to Recover From:	BEN
Funding Year:	2020
Billed Entity Number:	144077
Services Ordered:	Data Transmission and/or Internet Access
Service Provider Name:	AT&T Corp.
SPIN:	143001192
Original Funding Commitment:	\$108,575.42
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$93,210.94

Funding Commitment Adjustment Explanation:

During an Audit Review, it was determined that this funding commitment must be rescinded in full. The Applicant did not have a contract and/or legally binding agreement in place at the time of submission of the FCC Form 471 # 201017282. It was determined during the audit review that San Joaquin Valley Library System 144077 failed to execute a signed contract or submit an Authorization to Order with AT&T Corp 143001192 in order to obtain the most cost-effective rate using the Calnet 3 contract pricing. FCC rules require applicants to have a valid contract as defined by the applicants state procurement laws and regulations at the time they submit the FCC Form 471. Since the applicant was unable to demonstrate that they had a contract in place at the time of submission of the FCC Form 471 that meets the state laws definition of a valid contract, the commitment has been rescinded in full and USAC will seek recovery of \$93,210.94 in improperly disbursed funds from the applicant.



Commitment Adjustment Letter

Kevin Nelson
 SAN JOAQUIN VALLEY LIBRARY
 SYS
 2420 MARIPOSA ST
 FRESNO, CA 93721

07/29/2022

Our review of your Schools and Libraries Universal Service Support Program (or E-rate) funding request has determined funds were committed in violation of Federal Communications Commission (FCC) rules. You have 60 days from the date of this letter to appeal the following decision(s). For more detailed information see below.

Total commitment adjustment: \$510,658.13

Total amount to be recovered: \$345,384.20

FCC Form 471	FRN	Commitment adjustment	Total amount to be recovered	Explanation(s)	Party to recover from
181015769	1899026084	\$510,658.13	\$345,384.20	No signed contract at FCC Form 471 submission that meets state procurement laws and regulations	BEN

See Attached Adjustment Report for more information on the specific FRNs and Explanations listed above.

Commitment Adjustment

FCC rules require the Universal Service Administrative Company (USAC) to rescind commitments and recover funding when it is determined that funding was committed and disbursed in violation of the rules. This letter notifies you that USAC will be adjusting your funding commitment(s) and provides information on how to appeal this decision.

This is NOT a bill. If disbursed funds need to be recovered, USAC will issue a Demand Payment Letter. The debt referenced in the Demand Payment Letter will be due within 30 days of that letter's date. Failure to pay the debt may result in interest, late payment fees, and administrative charges and will invoke the FCC's "Red Light Rule."

FCC's Red Light Rule

The FCC Red Light Rule requires USAC to dismiss pending FCC Form 471 applications, appeals, and invoices or to net disbursements offsetting the debt if the entity responsible for paying the outstanding debt owed to the FCC has not paid the debt or made satisfactory arrangements to pay the debt within 30 days of the Demand Payment Letter. For information on the Red Light Rule, see

<https://www.fcc.gov/licensing-databases/fees/debt-collection-improvement-act-implementation>.

To Appeal This Decision

If you wish to contest any part of this letter, you must first file an appeal with USAC to seek review of the decision. Parties that have filed an appeal with USAC and received an adverse decision may, if they choose, appeal USAC's decision to the FCC. Parties seeking a waiver of a codified FCC rule should file a request for waiver directly with the FCC because



USAC cannot waive FCC rules. Your appeal to USAC or waiver request to the FCC must be filed within 60 days of the date of this letter.

All appeals filed with USAC must be filed in EPC by selecting "Appeal" from the menu in the top right hand corner of your landing page and providing the requested information.

Your appeal should include the following information. (Because you file the appeal through your EPC account, the system will automatically fill in some of these components for you).

- 1) Name, address, telephone number, and email address for the contact person for this appeal.
- 2) Indicate specifically that your letter is an appeal. Include the following to identify the USAC decision letter (e.g., Commitment Adjustment Letter) and the decision you are appealing:
 - a. Appellant name;
 - b. Applicant name and service provider name, if different from appellant;
 - c. Applicant BEN and Service Provider Identification Number (SPIN);
 - d. FCC Form 471 Application Number and the Funding Request Number (FRN) or Numbers as assigned by USAC;
 - e. "Commitment Adjustment Letter," AND the exact text or the decision that you are appealing.
- 3) Identify the problem and the reason for the appeal and explain precisely the relief sought. Please keep your appeal to the point, and provide supporting documentation. Be sure to keep a copy of your entire appeal, including any correspondence and documentation. A copy will automatically be saved for you in EPC. USAC will reply to your appeal submission to confirm receipt.

For more information on submitting an appeal to USAC including step by step instructions on how to file the appeal through EPC, please see "Appeals" in the Schools and Libraries section of the USAC website.

As mentioned, parties seeking a waiver of FCC rules or that have filed an appeal with USAC and received a decision may file a request for waiver or appeal USAC's decision to the FCC. Waiver requests or appeals to the FCC must be made within 60 days of the issuance of USAC's decision and include all of the information referenced above for appeals to USAC.

The FCC recommends filing appeals or waiver requests with the Electronic Comment Filing System (ECFS) to ensure timely filing. Electronic waiver requests or appeals will be considered filed on a business day if they are received at any time before 11:59 PM ET. If you have questions or comments about using the ECFS, please contact the FCC directly at (202) 418-0193.

For more information about submitting waiver requests or appeals to the FCC, including options to submit the waiver request or appeal via U.S. mail or hand delivery, visit the FCC's website.

Schools and Libraries Division



Adjustment Report

FCC Form 471 Application Number:	181015769
Funding Request Number:	1899026084
Commitment Adjustment:	\$510,658.13
Total Amount to Be Recovered:	\$345,384.20
Explanation(s):	No signed contract at FCC Form 471 submission that meets state procurement laws and regulations
Party to Recover From:	BEN
Funding Year:	2018
Billed Entity Number:	144077
Services Ordered:	Data Transmission and/or Internet Access
Service Provider Name:	AT&T Corp.
SPIN:	143001192
Original Funding Commitment:	\$510,658.13
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$345,384.20

Funding Commitment Adjustment Explanation:

During an Audit Review, the auditors determined that this funding commitment must be rescinded in full. The Applicant did not have a contract and/or legally binding agreement in place at the time of submission of the FCC Form 471 # 181015769. It was determined during the audit review that San Joaquin Valley Library System 144077 failed to execute a signed contract or submit an Authorization to Order with AT&T Corp 143001192 in order to obtain the most cost-effective rate using the Calnet 3 contract pricing. FCC rules require applicants to have a valid contract as defined by the applicants state procurement laws and regulations at the time they submit the FCC Form 471. Since the applicant was unable to demonstrate that they had a contract in place at the time of submission of the FCC Form 471 that meets the state laws definition of a valid contract, the commitment has been rescinded in full and USAC will seek recovery of \$345,384.20 in improperly disbursed funds from the applicant.

DATE: September 2, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: CLSA System Annual Program and Expenditure Report

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian and Fiscal Agent to submit the CLSA System Annual Program and Expenditure Report to the State Library.

Approval of the recommended action will authorize the Administrative Librarian and SJVLS fiscal agent to sign and return the CLSA System Annual Program and Expenditure Report, as required by the State Library.

ALTERNATIVE ACTION(S):

There are no alternative actions.

FISCAL IMPACT:

Approval of the recommended action has no fiscal impacts and does not adjust membership fees.

DISCUSSION:

As a condition of receiving CLSA funding from the State Library, we are required to submit an annual report detailing how CLSA funds were used and demonstrating that they were expended on services authorized in our Plan of Service.

PRIOR AGENDA REFERENCE:

Admin Council Agenda, August 13, 2021 – Attachment #4
Admin Council Agenda, March 11, 2022 – Attachment #5

ATTACHMENTS INCLUDED AND/OR ON FILE:

- CLSA System Annual Program and Expenditure Report

Motion:

Second:

_____ PASSED

_____ REJECTED

CALIFORNIA LIBRARY SERVICES ACT
2021/22 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

San Joaquin Valley Library System
System Name

County of Fresno - Library
System Fiscal Agent Jurisdiction

Report submitted by: _____
Signature of System Chair

Contact person: _____ Phone: _____

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

Signature of agent of fiscal authority responsible
for accuracy of fiscal accounting and reporting

Date

Introduction

This packet contains the reporting documents to file the FY 2021/22 CLSA System Program Annual Report. The key areas to complete are:

1. Communications and Delivery program workload and plan of service objective evaluation
2. Detailed reporting of all System expenditures, including one-time funding allocations (see separate attachment for all expenditures)

Once you have completed the process, please email a copy to monica.rivas@library.ca.gov and mail a signed original and one copy of the report to:

California State Library
Fiscal Office – Gina Iwata
P.O. Box 942837
Sacramento, CA 94237-0001

All annual report documents must be postmarked by September 06, 2022

Please contact Monica.Rivas@library.ca.gov with any questions.

CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

INSTRUCTIONS

The Expenditure Report is expected from all systems. This does not mean that all systems received equal funding, or that they have the same income sources, system services, or expenditure programs. What was expended should be presented in the same way, through use of the System Expenditure Report.

This Expenditure Report is used to document all the actual expenditures made at the system level and should not be confused with the System Detailed Budget. For the purposes of this report, all legal encumbrances should be considered as expenditures. Funds put into equipment revolving funds are considered to be encumbered and should be shown as expenditure. All amounts entered on this form represent expenditures from a specific income source and for a particular program category. If there is more than one income source for expenditures against a single category, it should be shown that way and then totaled in the "Expended/Encumbered" column. It should be noted here that the sources of funds for expenditures are the same as those used in the System Detailed Budget, shown as income sources, but now the system is spending against these income sources.

We realize that it may not be possible to have all the final accounting data available in time to comply with the September 3 deadline for this report. If this is the case, please make all attempts to provide the latest data available. When the final data is made available, please resubmit a revised document with that data.

This expenditure form is a matrix with the income sources supporting expenditures as one dimension and system program expenditure categories as the other. Note that only major categories of expenditure are required -- this is not a line-item expenditure report. However, all programs and services offered through the system should be included (i.e., LSTA programs, local programs, etc.) whether they are funded by CLSA or not. Likewise, all sources of expenditure should be included. The System Expenditure Report should offer as complete a picture of the system's services and sources of support for those services as possible. Note that all income received is considered to be either expended/encumbered or unexpended/unencumbered.

Expenditure Source Definitions

- a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.
- b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).
- c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.
- d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other

income generated by the System itself. Include expenditures for System reference here, and income from sales of publications.

- e. "Interest" means expenditure against interest earned on System funds from whatever source.
- f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.
- g. "Expended" funds already used or paid out. (b through f).
- h. "Encumbered" funds are placed aside for a specific future expense (b through f).
- i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

Encumbered Funds from Prior Year and Rollover

State (CLSA), Federal and Local funds encumbered from prior year and not yet expended. Funds rolled over from within the three years allocated to spend CLSA funding. You will be asked in the narrative to state the fiscal year, the amount of rollover funding still unspent or encumbered, the intended purpose of those funds from the Board approved Plans of Service, and the reason why funds are still in rollover status.

Program Definition

A program includes any program, service, or project, administered, and funded through the System. This includes not only the CLSA System C&D Program and (System Administration/Baseline) but also LSTA demonstration projects, System reference, and the like. It does not include programs, projects, and services which are administered and funded separately from the System.

Other Definitions

"Indirect" means any administrative charge made by a jurisdiction against System operations. Unless documented elsewhere in the Plan of Service, attach a description of the services received.

"Grand Total Expenditures." Use this line for total actual expenditures for all System programs.

In summary:

- 1) This is an expenditure document, not a budgeting document.
- 2) This is an accounting document and should be as accurate as possible.
- 3) Legal encumbrances should be considered the same as expenditures.
- 4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

A **NOTE** section was provided in the System Expenditure Report as a section if further explanation is needed (example: funds from multiple years).

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	Unknown
b. Internet (including electronic mail)	Unknown
c. Other (specify) (example postage)	
Total	Unknown

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

INTRASYSTEM DELIVERY ACTIVITY, FY 2021/22					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 24 – September 7, 2021	October 12-26, 2021	Jan. 11-25, 2022	April 26- May 10, 2022	Total multiplied by 6.5
a. System member public libraries	29,034	29,428	27,141	28,466	741,449
b. Non-public libraries in System area					
Total					741,449
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					5
d. Number of miles traveled by all System vehicles					
e. Percentage of items delivered by:					
U.S. Mail _____% UPS _____% System Van _____% Contracted Van _____% Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds					0

Section 2

Plan of Service Objective Evaluation

1. Were the System goals for the Communications and Delivery Program met through the ongoing CLSA funding? Please, explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service; if not, why?

SJVLS's goals for the use of CLSA funds to support our Communications and Delivery Program included funding intersystem delivery, renewing licenses for wireless internet access points, and expanding the titles available in our systemwide shared CloudLibrary subscription. Those goals were mostly met in fiscal year 2021-22.

A large share of SJVLS's CLSA funding was utilized to operate delivery services, which allows patrons to request materials from other SJVLS libraries. The \$194,422 in CLSA funding for delivery services facilitated the shipment of nearly 750,000 items to fill patron requests for materials and continues to be an important service for the communities we serve, especially rural and isolated locations. Additionally, in FY 2021-22 SJVLS worked with Madera County to transition their premium delivery services to an outside vendor, and now all our members are receiving the same level of service.

In our March 2022 amendment, SJVLS requested permission to reallocate CLSA funding to help offset the costs of renewing licenses for wireless access points at 79 of our branches. SJVLS combined \$31,548 in CLSA funds with \$16,700 in local funding to purchase 3-year licenses for our wireless internet access points. Purchasing 3-year licenses gave our members a substantial savings when compared to purchasing a single year license, reducing the price per license from \$86.81 to \$54.33 per year, while allowing us to provide high-speed wireless internet to our communities. Based on usage statistics, wireless internet access continues to be an important resource for our communities. In FY 2021-22 our members saw 87,157 unique wireless internet users across our locations. The table below provides statistics on the number of unique users of wireless internet service at our locations, by member and month.

2021-2022	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	21-22 Totals
Coalinga	0	5	15	12	8	8	22	16	22	16	21	29	174
Fresno	1789	1959	2088	2132	1923	1895	1915	2237	2577	2715	2501	2685	26416
Kern	1518	1133	1483	1474	1378	1194	1376	1472	1682	1695	1742	2096	18243
Kings	381	479	548	556	526	450	489	513	616	580	615	609	6362
Madera	500	551	475	517	471	445	495	495	611	631	693	650	6534
Mariposa	315	323	292	275	239	212	243	312	417	530	550	584	4292
Merced	593	711	704	778	639	649	654	643	835	843	834	831	8714
Porterville	0	0	0	0	0	0	0	0	0	0	0	0	0
Tulare	647	706	776	792	749	789	785	847	1014	1021	1003	1068	10197
Tulare Public	409	451	470	498	486	450	461	480	616	597	584	723	6225
	6152	6318	6851	7034	6419	6092	6440	7015	8390	8628	8543	9275	87157

Due to the delays in the Spring CLSB Board meeting, SJVLS was not able to utilize the \$9,702 in CLSA funds that were reallocated to purchase e-Books and e-Audiobooks for our CloudLibrary subscription. Those funds will be rolled over into FY 2022-23 and will still be utilized to expand our CloudLibrary offerings to our patrons.

SJVLS	Total Checkouts	Total Checkouts Unique Titles	Total Holds	Total Wishlists	Total Active Users
July	1408	1295	183	0	503
August	1475	1319	154	0	517
September	1472	1358	192	0	528
October	1525	1412	276	0	529
November	1467	1375	320	4	518
December	1471	1380	290	0	538
January	1575	1488	210	17	538
February	1494	1399	276	13	563
March	1419	1313	289	17	562
April	1299	1187	239	12	562
May	1373	1277	212	13	552
June	1445	1346	256	21	576
FY21-22 Totals	17423	16149	2897	97	6486

While we were unable to meet our goal of using CLSA funding to expand the titles in CloudLibrary, we will be able to use the funding in the upcoming fiscal year to meet the goal of expanding access to systemwide e-resources.

2. How much has been spent of the System's funding for the FY 2021/22? If not all the funds have been spent, are you on track to expend funds by June 2024; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

SJVLS has expended \$225,970 of our \$235,672 allocation. \$194,422 in funding was expended to operate systemwide delivery services. \$31,548 in funding was expended to purchase wireless internet access points for 79 of our locations. We are on track to expend the remaining funds before June 2024. The remaining \$9,702 will expended in FY 2022-23 to purchase additional titles for our CloudLibrary e-Resource collection.

3. If you used CLSA funding from previous fiscal years (rollover) as part of your FY 2021-22 budget, please, list below which fiscal year the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason the funds were not spent in the FY approved by the Board?

SJVLS did not roll over any funds from previous fiscal years in FY 2021-22.

4. List **all** the prior year CLSA rollover funds that were not spent in FY 2021-22 for your System and the fiscal year they pertain to.

SJVLS did not have any prior year CLSA rollover funds that were not spent in FY 2021-22.

5. Is your System planning to roll over any FY 2021/2022 CLSA funds to FY2022-23? Please provide the amount and the reason the funds will be rolled over.

SJVLS is planning to roll over \$9,702 in FY 2021-22 CLSA funding to FY 2022-23. At the May 2022 CLSB meeting, the Board approved SVJLS's Plan of Service amendment to reallocate funding from delivery services to telecommunications and e-resources. Unfortunately, the approval occurred too late in the fiscal

year for SJVLS to spend the funding in time, and it is our intention to utilize the funds to expand our CloudLibrary e-resources in FY 2022-23.

6. What related non-CLSA activities were provided for C&D?

While CLSA funds cover SJVLS's delivery costs and subsidize part of our telecommunications and e-resources purchases, other portions of our Communications and Delivery budget are funded through local funding, mostly membership dues paid by our member jurisdictions. The additional activities funded outside of CLSA are online materials, collections services through Unique Management, cataloging services, network telecommunications costs, and our shared integrated library system (ILS). These services provide all SJVLS library branches – just over 110 locations – with equal access to the consortia's shared collections and materials. Telecommunications costs are a core service that provides network connectivity from each library branch back to our data center and facilitates resource sharing and internet connectivity for our members.

**California Library Services Act
System Expenditure Report – FY 2021/22**

System Name:

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local					
		CLSA Program (funds from FY 2021-2022)	CLSA Rollover 2020/2021	CLSA Rollover 2019/2020	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
	Total Funds Budgeted										
Program 1: C&D System Administration											
Salaries & Benefits	\$361,229	\$0	\$0	\$0	\$0	\$366,710	\$0	\$0	\$366,710	\$0	(\$5,481)
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$87,480	\$0	\$0	\$0	\$9,385	\$22,562	\$0	\$0	\$31,947	\$0	\$55,533
Materials	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,700
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$450,409	\$0	\$0	\$0	\$9,385	\$389,272	\$0	\$0	\$398,657	\$0	\$51,752
Notes:	PLSEP Award \$9,385										
Program 2: System C&D (baseline)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$1,787,490	\$225,970	\$0	\$0	\$0	\$1,183,653	\$0	\$0	\$1,409,623	\$9,702	\$377,867
Materials	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
Equipment	\$206,529	\$0	\$0	\$0	\$0	\$132,790	\$0	\$0	\$132,790	\$0	\$73,739
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$1,995,519	\$225,970	\$0	\$0	\$0	\$1,316,443	\$0	\$0	\$1,542,413	\$9,702	\$453,106
Notes:											

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Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local					
		b. CLSA Program	CLSA Rollover	CLSA Rollover	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
		(funds from FY 2021-2022)	2020/2021	2019/2020							
Program 3: Computer Operations											
Salaries & Benefits	\$845,000	\$0	\$0	\$0	\$0	\$776,992	\$0	\$0	\$776,992	\$0	\$68,008
Operating Expenses	\$416,097	\$0	\$0	\$0	\$0	\$294,053	\$0	\$0	\$294,053	\$0	\$122,044
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$900,000	\$0	\$0	\$0	\$0	\$420,458	\$0	\$0	\$420,458	\$0	\$479,542
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$2,161,097	\$0	\$0	\$0	\$0	\$1,491,503	\$0	\$0	\$1,491,503	\$0	\$669,594
Notes:											

Program 4: Debt Collection											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$44,000	\$0	\$0	\$0	\$0	\$12,590	\$0	\$0	\$12,590	\$0	\$31,410
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$44,000	\$0	\$0	\$0	\$0	\$12,590	\$0	\$0	\$12,590	\$0	\$31,410

Notes:		
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Programs	Source of Funds for Expenditure								Total		
	a. 										

Program 5: Cataloging

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$106,600	\$0	\$0	\$0	\$0	\$104,827	\$0	\$0	\$104,827	\$0	\$1,773
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$106,600	\$0	\$0	\$0	\$0	\$104,827	\$0	\$0	\$104,827	\$0	\$1,773

Notes:	
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Program 6: Online Materials

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Operating Expenses	\$195,672	\$0	\$0	\$0	\$0	\$185,611	\$0	\$0	\$185,611	\$0	\$10,061
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$195,672	\$0	\$0	\$0	\$0	\$185,611	\$0	\$0	\$185,611	\$0	\$10,061

Notes:	
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Grand Total System Expenditures	\$4,953,297	\$225,970	\$0	\$0	\$9,385	\$3,500,246	\$0	\$0	\$3,735,601	\$9,702	\$1,217,696
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Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local					
		b. CLSA Program (funds from FY 2021-2022)	CLSA Rollover 2020/2021	CLSA Rollover 2019/2020	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance

Service A (as described in Plans of Service): Delivery

[illegible]

Page 4Page 5[illegible]

Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											
Service G (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PC&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											

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CLSA Programs Rollover	Expended Funds	Encumbered Funds		Unexpended Funds	
Program 1: C&D System Administration					
CLSA Rollover Funds from Prior Year FY19/20	\$0	\$0		\$0	Notes:
Program 2: C&D (baseline)					
CLSA Rollover Funds from Prior Year FY19/20	\$0	\$0		\$0	Notes:
Program 1: C&D System Administration					
CLSA Rollover Funds from Prior Year FY20/21	\$0	\$0		\$0	Notes:
Program 2: C&D (baseline)					
CLSA Rollover Funds from Prior Year FY20/21	\$0	\$0		\$0	Notes:
Program 1: C&D System Administration					
CLSA Rollover Funds from Year FY21/22	\$0	\$0		\$0	Notes:
Program 2: C&D (baseline)					
CLSA Rollover Funds from Year FY21/22	\$0	\$9,702		\$0	Notes: On May 17, 2022 the California Library Services board approved the amended Plan of Services for online materials roll over \$9,702.

***Note: If an extension is needed beyond the funding expenditure deadline period, send your request via email to Monica Rivas, at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.

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DATE: September 2, 2022
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer – Administrative Librarian
SUBJECT: CLSA Detailed System Budget

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian to submit SJVLS's FY 2022-23 System Detailed budget to the State Library

Approval of the recommended action will authorize the Administrative Librarian to return the FY 2022-23 System Detailed Budget to the State Library by their September 8, 2022, deadline.

ALTERNATIVE ACTION(S):

There are no alternative actions. This is a mandatory document that must be sent to the State Library as a condition of receiving CLSA funding.

FISCAL IMPACT:

Approval of the recommended action will not increase membership dues or modify SJVLS's budget. It will allow SJVLS to receive our \$240,976 CLSA allocation when the State Library releases funding.

DISCUSSION:

As a condition of receiving CLSA funding from the State Library, each cooperative system must provide the State Library with an annual Plan of Service outlining the cooperative's budget for the upcoming year and how we intended to utilize CLSA funds. We already submitted our Plan of Service, and the next step is to submit our System Detailed Budget.

PRIOR AGENDA REFERENCE:

Admin Council Agenda, June 3, 2022 – Attachment 3

ATTACHMENTS INCLUDED AND/OR ON FILE:

- FY 2022-23 CLSA System Detailed Budget
- FY 2022-23 CLSA Plan of Service

Motion:

Second:

_____ PASSED

_____ REJECTED

California State Library
System Detailed Budget – FY 2022/23
Friday, August 26, 2022

System Name: **San Joaquin Valley Library System**

Programs	Expenditure Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System C&D Administration								
Salaries & Benefits	\$0			\$0	\$162,560	\$0	\$0	\$162,560
PC& E	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$20,000	\$478,375	\$0	\$0	\$498,375
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$20,000	\$640,935	\$0	\$0	\$660,935
Rollover Total	\$0							
Program Total with Rollover	\$0							
Program 2: System C&D (Baseline)								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$240,476	\$9,702		\$0	\$1,437,381			\$1,687,559
Materials	\$500			\$0	\$0	\$0	\$0	\$500
Equipment	\$0			\$0	\$211,967	\$0	\$0	\$211,967
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$240,976	\$9,702	\$0	\$0	\$1,649,348	\$0	\$0	\$1,900,026
Rollover Total		\$9,702						
Program Total with Rollover	\$240,976							

Programs	Expenditure Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program (FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 3: Computer Operations (Main)								
Salaries & Benefits	\$0			\$0	\$965,000	\$0	\$0	\$965,000
Operating Expenses				\$0	\$384,469	\$139,550	\$0	\$524,019
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$900,000	\$0	\$0	\$900,000
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$2,249,469	\$139,550	\$0	\$2,389,019
Program 4: Debt collection								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$44,000	\$0	\$0	\$44,000
Materials	\$0			\$0	\$0	\$0	\$0	\$0

Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$44,000	\$0	\$0	\$44,000
Program 5: Cataloging								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$117,800	\$0	\$0	\$117,800
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$117,800	\$0	\$0	\$117,800
Program 6: Online Materials								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$190,000	\$0	\$0	\$190,000
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$190,000	\$0	\$0	\$190,000
Grand Total System Expenditures	\$240,976	\$9,702	\$0	\$20,000	\$4,891,552	\$139,550	\$0	\$5,301,780

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From FY 2022 2023	CLSA Rollover From FY 2021/2022	CLSA Rollover From FY 2020/2021	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Service A (as described in Plans of Service):	Delivery							
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$209,000			\$0	\$0	\$0	\$0	\$209,000
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$350	\$0	\$350
Program Total	\$209,000	\$0	\$0	\$0	\$0	\$350	\$0	\$209,350
Rollover Total	\$0							
Program Total with Rollover	\$209,000							
If you project to expend all your funding in FY 2022 2023 please check here:	\$209,000							
Projected funds that will spend in 2023-2024:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2024-June 2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From FY 2022 2023	CLSA Rollover From FY 2021/2022	CLSA Rollover From FY 2020/2021	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Service B (as described in Plans of Service):	Bibliotheca Cloud Library							
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$31,976			\$0	\$0	\$0	\$0	\$31,976
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$100	\$0	\$100
Program Total	\$31,976			\$0	\$0	\$100	\$0	\$32,076

Rollover Total	\$9,702	\$9,702						
Program Total with Rollover	\$41,678							
If you project to expend all your funding in Fy 2022 2023 please check here:	\$41,678							
Projected funds that will spend in 2023-2024:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2024-June 2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From Fy 2022 2023	CLSA Rollover From FY 2021/2022	CLSA Rollover From FY 2020/2021	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Service C (as described in Plans of Service):								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$0	\$0	\$0	\$0
Rollover Total	\$0							
Program Total with Rollover	\$0							
If you project to expend all your funding in Fy 2022 2023 please check here:	\$0							
Projected funds that will spend in 2023-2024:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2024-June 2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

California State Library, Library Development Services

Cooperative Library System Liaison Report

August 25, 2022

Funding Opportunities Through the California State Library

Please visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

Library Engagement Outreach

State and federal funds support online tools for California public libraries, including K-12 tutoring, eBook collections, workforce upskilling, library staff learning opportunities, and so much more. **Beginning September 13th**, the California State Library will host a series of biweekly online workshops to share information about the wide variety of online resources available to libraries at no cost. Visit the [CALL blog](#) to learn more about the topics being covered and register to attend.

Tutoring Project

Every internet connected Californian will soon be able to access live, 24/7 online tutoring and homework help in all K-12 subjects. This two-year program will be made available through California public libraries beginning this fall. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. More information to come.

California Library Literacy Services

CLLS is launching an AmeriCorps Initiative, placing up to 70 AmeriCorps members in library literacy programs across the state. A full information session was held on August 10. A recording is available and other CLLS AmeriCorps information can be accessed at on the CLLS AmeriCorps page at <https://libraryliteracy.org/special-projects/ameri corps/>. Programs wanting to participate can complete the CLLS AmeriCorps Application at <https://www.surveymonkey.com/r/CLLSappAmeriCorps>. Member slots are available on a first-come, first-served basis, so CLLS libraries should apply as soon as possible. Programs will recruit and enroll members through August and September with a projected start date of October 3, 2022. Training for AmeriCorps members will be provided. Please contact beverly.schwartzberg@library.ca.gov or allyson.jeffredo@library.ca.gov for more information. CLLS networking calls and trainings will continue on a regular basis. Upcoming training sessions will help libraries prepare for

AmeriCorps, new ESL services and more. Please visit the new CLLS training and meeting [calendar](#)! The 2021-2022 CLLS annual final report is projected to open in early September and be due in October 2022.

Sustainable California Libraries LSTA Grant Opportunity and General Update

The LSTA-funded Sustainable California Libraries themed grant opportunity provides libraries the opportunity to design programming and educational opportunities focused on sustainability and climate resilience, by collaborating with project partners, community connections, and community members.

California libraries may apply for funding.

- Project minimum request: \$10,000
- Project maximum request: \$30,000
- Library jurisdictions with up to 14 outlets may apply for one grant
- Library jurisdictions with 15–30 outlets may apply for two grants
- Library jurisdictions with 31 or more outlets may apply for three grants

We invite you to check out this [13-minute video of the Sustainable California Libraries Info Session material](#) today. Video URL: <https://youtu.be/aZS3lwZKCJo>

On the grant page, you'll find more than a **dozen program ideas of various levels**, including creation of a Library of Things, Fix-It Clinics / Repair Café series, Earth week programming, climate resilience hub creation, and more! Other program ideas and innovations are welcome.

Timeline:

- **Application deadline: Wednesday, August 31, 2022 at 12:00 pm (noon)**
- Application review period: September 2022
- Application status and selection notification: October 2022

Learn more at: <https://www.library.ca.gov/grants/sustainability/>
Email sustainability@library.ca.gov with any questions or comments.

CopyCat Grants

The 2022/23 [CopyCat grant](#) call for application has closed. CopyCat applications are being reviewed.

For 2021/22 CopyCat report forms, please visit [Manage Your Current Grant - California State Library](#). The 2021/22 CopyCat grant period ends 8/31/2022 and **final reports are due by 9/30/2022**. Grantees' first point of contact is their project advisor. For other CopyCat questions, please contact us at LSTAGrants@library.ca.gov

Zip Books Program

The 2022/23 Zip Books program call for applications has closed. Zip Books applications are being reviewed. Program information can be found at [Zip Books Program - California State Library](#)

The 2021/22 Zip Books grant period ended 6/30/2022 and final reports are due 7/31/2022 unless the grantee has had an approved extension. For Zip Books questions, please contact us at ZipBooks@library.ca.gov

California Libraries Learn (CALL)

The 2022/2023 [Leadership Development and Leadership Challenge application](#) is now open. This year CALL will also be offering Leadership for All courses and workshops, open to all library staff at no cost. Also new is CALL Homegrown, learning opportunities suggested and designed by California library staff. If you have an idea for a great program, fill out the [CALL for Presentations!](#) Plan your team's professional development by visiting www.callacademy.org and check the frequently updated [calendar](#) to explore the options. Free courses, weekly webinars, and cohort-based learning continue throughout the year. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly for up-to-date information on staff professional development needs. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#).

FY21-22 Public Libraries Survey

The portal for data submission will open September 1, 2022. Instructions, a blank excel template of data elements, the recording of the August 23rd information session, and other helpful documents are available on the [State Library's statistics page](#).

2022 Summer at Your Library Participation Survey

The 2022 Summer @ Your Library Participation Survey is now open to submit your summer program data. This information is collected to show the impact of public library summer programs across California.

Data will be collected in Counting Opinions, and login information was emailed to library directors and summer data submitters in mid-August. **Deadline to submit your jurisdiction's information is September 30, 2022.**

Please see the following resources needed to submit required statistics and programming information for your library's 2022 summer programs:

- [Summer Survey Questions and Guidance](#): Use this document to familiarize yourself with the questions and to reference while submitting statistics online.

- [Summer at Your Library reporting form](#): A streamlined excel version of the questions to aid with data collection.

For your reference, these documents can also be found on the [California State Library's Statistics webpage](#).

California State Library Parks Passes

Thank you for submitting your additional parks pass requests, and circulation data. Additional passes will be distributed in November.

Parks pass users (people who have checked out the parks passes) can fill out the user survey now and get entered into a contest for an Explorer Pass – an annual State Parks pass worth \$195. The drawings will occur quarterly (the next one at the end of October). We have [half-page flyers](#) being printed now and heading to your library. Please place the half page flyers in with the parks passes, or ask your staff to hand them out when people check out or return the parks passes. Since we only want people to fill out the survey if they have used the pass, we are not doing any marketing to the general public, but appreciate your help with getting the word out. People who have checked out the passes in the past, but didn't fill it out, [can access the survey online](#). The pass is also available by scanning the QR code on the back.

[Vaccinate All 58](#) is mailing out some activity sheets and information flyers about covid-19 and vaccines. Since there is some clear overlap in health outcomes between the parks passes and covid-19 safety, and there is a statewide initiative to get people correct health information, Vaccinate All 58 printed some materials that could be put in with the parks passes when you circulate them if you choose. These should have arrived by now.

An [updated toolkit for the Parks Pass program](#) is on the CSL website, with links to flyers, circulation guidelines, and more.

First Partner's Summer Book Club Titles through eBooks for All California

[The First Partner's Summer Book Club](#) is a 9-week initiative to promote children's literacy and participation in summer reading programs hosted by local libraries throughout the state. Through the Summer at Your Library project, the State Library and CLA are sending books from the 2022 First Partner's Summer Book Club lists to California's public libraries. Copies of the titles from the [grades 3-5 and grades 6-8 book lists](#) are also available in the eBooks for All California collection. These titles can be accessed via the Palace Project's app through September 30th 2022. For a complete list of the 2022 Summer Book Club titles, visit <https://www.library.ca.gov/summer-reading/>

Directors Networking Conversations

Networking conversations for library directors continue and an invitation to participate is sent out on the directors' listserv as dates are scheduled. There will not be a call in August. The next Directors Networking call will be on **Wednesday, September 21, 2022** from 3:30-5pm. Registration information will be sent in early September.

Building Forward Infrastructure Funding for California Libraries

The first round of applications for this program closed on **March 21, 2022**.

There is \$439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The 2021-2022 budget sets these priorities for use of the funds:

1. Projects addressing life safety and other critical maintenance needs; and
2. Projects serving high poverty areas of the state.

Other library infrastructure projects may be considered if funding remains after priority projects have been evaluated. Awards are expected to be announced soon. Those who do not receive grants during the first round will be automatically considered in the next round of applications. The maximum grant a library can receive is \$10 million. Funds must be used by March 31, 2026. For more information about the program, visit the State Library's website at www.library.ca.gov/grants/infrastructure and email questions to BuildingForward@library.ca.gov

eBooks for All CA

An update to previous eBooks for All CA announcements – Overdrive is now fully integrated. Palace can now serve as your patron's one stop-shop for Overdrive, Cloudlibrary and Statewide eBooks. We have also added ~\$800,000 worth of audiobooks to the collection.

Integrating Overdrive with Palace should have no effect on your user's experiences inside of Libby or the Overdrive app and will not share your Overdrive collection with any new entities.

Every public library in California can now participate in the statewide "eBooks for All" project. Full details can be found on the [State Library's e-book page](#). Joining is as simple as emailing casupport@thepalaceproject.org and saying, 'My library is interested in joining.' The project implementation team will take it from there.

You likely have questions on how this will impact existing collection development practices and how it works with your current eBook ecosystem. We have

generated an FAQ and recorded a live Q and A session to help answer those questions directly.

[FAQ](#)

[Recorded Answer Session](#)

This program is now expanding to include eAudiobooks! More details are to follow, but the collection will soon include approximately 700 titles accounting for 16,000 copies. All the licenses are one-copy-one-user and perpetual, so the base of the collection will serve California well going forward.

Career Pathways: Digital Learning Platforms for All California Public Libraries

The California State Library is in contract talks with Brainfuse, Coursera, EBSCO, GetSetUp, LinkedIn, Northstar, and Skillshare for an additional two years of access to the platforms. We expect to make further announcements about platform availability, next steps for libraries, trainings, outreach and more at the end of August or beginning of September.

For current implementation, vendors have provided set-up information to the library staff you identified; each platform has a different access model. Information sessions, marketing materials, and FAQs can be found on the Staff Support page at <https://www.library.ca.gov/grants/career-pathways/>.

If you or your team have questions about the platforms or Career Pathways in general, please email CAPathways@library.ca.gov.

Public Library Staff Education Program

The [Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. 2021/22 PLSEP grant report information can be found at [Manage Your Current Grant - California State Library](#). The 2021/22 grant year ends 7/31/2022 and the Final Financial Report, Tracking Report, Expenditure Detail Report and Final Program Narrative Report are **due by 8/31/2022**. For questions, please contact PLSEP@library.ca.gov.

California Library Connect

The California Library Connect Program grant (formerly the High Speed Broadband in California Public Libraries) is now live and accepting applications: <https://californialibraryconnect.org/>

This program supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. Since 2015,

California Library Connect has connected over 90 percent of its public library jurisdictions. California Library Connect is supported through the partnership of the California State Library, CENIC, and CTC Technology & Energy.

Get Connected! California/Affordable Connectivity Program

All California Libraries are invited to participate in the Get Connected! Initiative. Get Connected! promotes the Affordable Connectivity Program (ACP) which provides a monthly discount of up to \$30 off home internet to qualifying families. Saturday, August 27 is the first Get Connected! Day in California. Enrollment events will be hosted throughout the state. These enrollment events will support eligible families interested in applying for ACP, answer questions about the ACP benefit, and provide hands-on assistance with the application. Patrons will be encouraged to bring the required documents to apply.

To participate in an enrollment event and share how you can contribute to a successful Get Connected! month and day, please visit

<https://forms.gle/k6YiHeH8Suwhvxy97>. For more information on ACP please visit: www.internetforallnow.org/applytoday.